

Employees by Assigned Position 2004

EAP Screening Questions

Does your institution have any part-time employees?

If you answer **Yes** to this question, you will be provided the screens to report part-time faculty and staff.

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Yes

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No

CAVEATS

	 
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Part A - Employees by Assigned Position - Full-time non-medical
Headcount of **full-time employees (non medical)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2004

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system		
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Technical and paraprofessionals</u>				<input type="text"/>	
<u>Clerical and secretarial</u>				<input type="text"/>	
<u>Skilled crafts</u>				<input type="text"/>	
<u>Service/Maintenance</u>				<input type="text"/>	
Total full time (non medical)					
Total from prior year					

Part A - Employees by Assigned Position - Full-time medical
Applicable to institutions with M.D. programs

Headcount of **full-time employees (medical school)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2004

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system		
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Technical and paraprofessionals</u>				<input type="text"/>	
<u>Clerical and secretarial</u>				<input type="text"/>	
<u>Skilled crafts</u>				<input type="text"/>	
<u>Service/Maintenance</u>				<input type="text"/>	
Total full time (medical school)					
Total from prior year					

Part B - Employees by Assigned Position - Part-time non-medical

Headcount of **part-time employees (non medical)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2004

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status		
<u>Primarily instruction</u>						
<u>Instruction/research/public service</u>						
<u>Primarily research</u>						
<u>Primarily public service</u>						
<u>Executive/administrative/managerial</u>						
<u>Other professionals (support/service)</u>						
<u>Technical and paraprofessionals</u>						
<u>Clerical and secretarial</u>						
<u>Skilled crafts</u>						
<u>Service/Maintenance</u>						
Total part time (non medical)						
Total from prior year						

Part B - Employees by Assigned Position - Part-time medical
Applicable to institutions with M.D. programs

Headcount of **part-time employees (medical school)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2004

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction						
Instruction/research/public service/clinical						
Primarily research						
Primarily public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part time (medical school)						
Total from prior year						

GENERAL INSTRUCTIONS – Employees by Assigned Position, Fall 2004

This component of IPEDS is now mandatory for all Title IV institutions.

The basic Employees by Assigned Position (EAP) component is applicable to all institutions. The medical school pages of EAP are now only applicable to institutions with M.D. programs.

SPECIAL NOTES

- All staff reported in the EAP component are to be included in the Fall Staff component. For details on the cross-survey edit specifications between EAP and Fall Staff, please refer to the Winter Cross-Survey Edit Specifications.
- All staff reported in the EAP component, full-time, non-medical category, as either Primarily instruction **or** Instruction combined with research and/or public service are to be included in the Salaries component.
- Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.

PERIOD OF REPORT

Report all persons on the payroll of the institution as of November 1, 2004. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

GENERAL NOTES

Report all employees classified as full time or part time by the institution in either the medical¹ and/or non-medical section of the survey.

Individual employees are counted only once even if employed in multiple ways (e.g., a full-time employee who also teaches part time on a per course basis is counted only as full time).

- **To determine employee status:** Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee's term of contract/teaching period is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.
- **To determine faculty status:** If, by institutional definition, an employee has faculty status, categorize the employee according to his/her tenure status. If the employee does not have faculty status, count as "without faculty status".

NOTE: The Tenured, On tenure track, and Not on tenure track/no tenure system columns² are ONLY applicable to the first six primary functions/occupational activities listed on the survey form, which are: Primarily Instruction, Instruction combined with research and/or public service, Primarily research, Primarily public service, Executive/administrative/managerial, and Other professionals (support/service). Employees who fall under the four other primary functions/occupational activities (Technical and paraprofessionals, Clerical and secretarial, Skilled crafts, and Service/Maintenance) should be reported as "without faculty status". If EAP data are to be imported, please refer to the import specifications for the line numbers associated with the primary functions/occupational activities.

For this report, **faculty** are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent). **The designation as “faculty” is separate from the activities to which they may be currently assigned.** For example, a newly appointed president of an institution may also be appointed as a faculty member.

- **Graduate assistants (applicable to Part B only (part-time employees))**

Students employed on a **part-time** basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. Exclude students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

- **To determine functional (occupational) category:** Employees are assigned to **ONE** category based on job title, work performed, skills, education, training and credentials. If the employee performs in more than one occupation, they should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, employees should be included in the functional category (occupation) in which they spend the most time (SOC, 1998³).
- **Supervisors of professional and technical workers** usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise (SOC, 1998).
- **First-line managers and supervisors of production, service and sales workers** who spend more than 80 percent of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work (SOC, 1998).
- **It is preferred that instruction, research, public service (IRPS) employees be assigned to a single function** (i.e., Primarily instruction, Primarily research or Primarily public service). To assign an IRPS employee with multiple activities that are split evenly between two or more functions into a single function, count the employee in the first category that is applicable. For example, a full-time IRPS employee who is 50 percent instruction and 50 percent research would be counted as Primarily instruction. A full-time IRPS employee who is 50 percent research and 50 percent public service would be counted as Primarily research. A full-time IRPS employee who is 40 percent instruction, 40 percent research and 20 percent public service would be counted as Primarily instruction. However, if it is not possible to assign an IRPS employee to a single function, count the employee in the Instruction combined with research and/or public service category.
- **Hospitals, medical centers, and other entities that offer postsecondary education programs as part of their mission** should report **only** those staff who work full time or part time in the postsecondary education division or component of the institution. If an employee works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that employee should be reported as part time in his or her primary occupational activity in the postsecondary education division or component.

WHO TO INCLUDE IN THIS REPORT

Report the following employees —

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll.
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- “Visiting” faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Do not include employees who work at branch campuses located in a foreign country.)

Do not include the following employees —

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

OCCUPATIONAL TITLES (FUNCTIONS)

Primarily instruction. Report all persons whose specific assignments customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction**.

Instruction combined with research and/or public service. All persons for whom it is not possible to differentiate between teaching, research and public service, because each of these functions is an integral component of his/her regular assignment, should be reported in this combined category. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction combined with research and/or public service**.

Primarily research. Report all persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, assistant professor or titles such as research associate or postdoctoral fellow. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **research**.

Primarily public service. Report all persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services or continuing education and who may hold academic rank titles of professor, associate professor, assistant professor. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **public service**. Be sure to include all employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).

Executive, administrative and managerial. Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Report in this category employees holding the following titles:

- 11-1000 Top Executives
- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3000 Operations Specialties Managers

- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3060 Purchasing Managers

- 11-9033 Education Administrators, Postsecondary - includes
 - presidents
 - vice presidents (including assistants and associates)
 - deans (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
 - directors (including assistants and associates)
 - department heads (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
 - assistant, associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities)

- 11-9040 Engineering Managers
- 11-9050 Food Service Managers
- 11-9080 Lodging Managers
- 11-9112 Medical and Health Services Managers

Other professionals (support/service). Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Include employees with such titles as:

- 13-1000 Business Operations Specialists
- 13-1020 Buyers and Purchasing Agents
- 13-1070 Human Resources, Training, and Labor Relations Specialists
- 13-1110 Management Analysts
- 13-1120 Meeting and Convention Planners

- 13-1190 Miscellaneous Business Operations Specialists
- 13-2000 Financial Specialists

13-2011	Accountants and Auditors
13-2030	Budget Analysts
13-2050	Financial Analysts and Advisors
13-2060	Financial Examiners
13-2070	Loan Counselors and Officers
15-1000	Computer Specialists
15-1010	Computer and Information Scientists, Research
15-1020	Computer Programmers
15-1030	Computer Software Engineers
15-1040	Computer Support Specialists
15-1050	Computer Systems Analysts
15-1060	Database Administrators
15-1070	Network and Computer Systems Administrators
15-1080	Network Systems and Data Communications Analysts
21-1000	Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010	Counselors
21-1020	Social Workers
21-1091	Health Educators
21-2010	Clergy
21-2020	Directors, Religious Activities and Education
23-1010	Lawyers
25-4000	Librarians, Curators, and Archivists
25-4013	Museum Technicians and Conservators
25-4020	Librarians
27-1010	Artists and Related Workers
27-1020	Designers
27-2020	Athletes, Coaches, Umpires
27-2030	Dancers and Choreographers
27-2041	Music Directors and Composers
29-1010	Chiropractors
29-1020	Dentists
29-1030	Dietitians and Nutritionists
29-1040	Optometrists
29-1050	Pharmacists
29-1060	Physicians and Surgeons
29-1080	Podiatrists
29-1110	Registered Nurses
29-1120	Therapists
29-1130	Veterinarians

Technical and paraprofessionals. Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000	Mathematical Technicians
19-4000	Life, Physical, and Social Science Technicians
19-4011	Agricultural and Food Science Technicians
19-4030	Chemical Technicians
19-4040	Geological and Petroleum Technicians
19-4050	Nuclear Technicians

23-2010	Paralegals and Legal Assistants
23-2090	Miscellaneous Legal Support Workers
29-2000	Health Technologists and Technicians
29-2051	Dietetic Technicians
29-2052	Pharmacy Technicians
29-2060	Licensed Practical and Licensed Vocational Nurses
29-2070	Medical Records and Health Information Technicians
29-2080	Opticians, Dispensing
31-0000	Healthcare Support Occupations
31-1012	Nursing Aides, Orderlies, and Attendants
31-2020	Physical Therapist Assistants and Aides
31-9010	Massage Therapists
31-9091	Dental Assistants
31-9092	Medical Assistants
31-9095	Pharmacy Aides

Clerical and secretarial. Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010	Switchboard Operators, including Answering Service
43-2020	Telephone Operators
43-3010	Bill and Account Collectors
43-3020	Billing and Posting Clerks and Machine Operators
43-3030	Bookkeeping, Accounting, and Auditing Clerks
43-3050	Payroll and Timekeeping Clerks
43-3060	Procurement Clerks
43-4070	File Clerks
43-4120	Library Assistants, Clerical
43-4160	Human Resources Assistants, except Payroll and Timekeeping
43-5070	Shipping, Receiving, and Traffic Clerks
43-6000	Secretaries and Administrative Assistants
43-9010	Computer Operators
43-9020	Data Entry and Information Processing Workers
43-9031	Desktop Publishers
43-9051	Mail Clerks and Mail Machine Operators, except Postal Service
43-9060	Office Clerks, General
43-9070	Office Machine Operators, except Computer
43-9080	Proofreaders and Copy Markers

Skilled crafts. Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

51-4121	Welders, Cutters, Solderers, and Brazers
51-5010	Bookbinders and Bindery Workers
51-5020	Printers
51-7010	Cabinetmakers and Bench Carpenters
51-8000	Plant and System Operators
51-8020	Stationary Engineers and Boiler Operators
51-8030	Water and Liquid Waste Treatment Plant and System Operators
51-9020	Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9080	Medical, Dental, and Ophthalmic Laboratory Technicians
51-9120	Painting Workers

51-9130 Photographic Process Workers and Processing Machine Operators
 51-9194 Etchers and Engravers

Service/Maintenance. Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010 Fire Fighters
 33-3000 Law Enforcement Workers
 33-3040 Parking Enforcement Workers
 33-3050 Police Officers
 33-9030 Security Guards
 33-9092 Lifeguards, Ski Patrol
 35-2000 Cooks and Food Preparation Workers
 35-3000 Food and Beverage Serving Workers

 35-3020 Fast Food and Counter Workers
 35-3030 Waiters and Waitresses
 35-9000 Other Food Preparation and Serving Related Workers
 37-2000 Building Cleaning and Pest Control Workers
 37-3000 Grounds Maintenance Workers

 49-2000 Electrical and Electronic Equipment Mechanics, Installers, and Repairers
 49-2020 Radio and Telecommunications Equipment Installers and Repairers
 49-2091 Avionics Technicians
 49-2092 Electric Motor, Power Tool, and Related Repairers
 49-3000 Vehicle and Mobile Equipment Mechanics, Installers, and Repairers

 49-9010 Control and Valve Installers and Repairers
 49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
 53-2000 Air Transportation Workers
 53-3000 Motor Vehicle Operators
 53-6021 Parking Lot Attendants

¹The medical school pages of EAP are now only applicable to institutions with M.D. programs.

²Tenured employees - Employees who are tenured. On tenure track employees - Employees who are not tenured but are in positions that lead to consideration for tenure. Not on tenure track employees - Employees who are in non-tenure earning positions. Institutions without standard academic ranks should report employees under the "No tenure system" column.

³Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.
